

MINUTES FOR THE NOVEMBER 21, 2016 BOARD MEETING

CALL TO ORDER:

Meeting was called to order at 6:30 pm by President Gidget Macke.

ATTENDANCE

BOARD

Gidget Macke
Janet Kinstetter
Christine Peterson
Stacey Jones
Kyla Popma
Summer Stephens

STAFF

Jane Rhoades Executive Director
Sarah Thompson Preschool/Childcare
 Coordinator

Board Members and staff were introduced and Gidget welcomed the new Board Members, Kyla Popma and Christine Peterson.

AGENDA

Add executive session

APPROVAL OF OCTOBER MINUTES

October minutes approved e-mail. (Gidget, Kelli, Janet, Stacey)

BUSINESS MANAGER'S REPORT

#27289 & #27297 Jane explained that these expenditures were for mileage, meals and purchase of gifts for screening volunteers.

Christine asked about #27301 to Little Ones Preschool. Jane told her this was Preschool Scholarships for children.

Gidget questioned #27323. This was a payroll check for a staff person in Hulett who doesn't have a checking account.

Janet moved to approve the voucher list. Summer seconded. Motion carried.

Audit went very well. Jane reported that Paula, auditor, was impressed with Francie's organization, anti-fraud policy and Board asking questions about vouchers. Jane reported Paula questioned where we store our check stock. Francie and Jane will determine the best location as currently it's stored in the file room and could be easily accessible. Paula will come again to go over the final audit report with the Board.

REGION III/SPECIAL ED

The number of children on the count is 125. This is down 10 from last year.

PRESCHOOL/CHILD CARE COORDINATOR

Preschool reports were given to Board members for their review.

DIRECTOR'S REPORT

Medicaid report was given to the Board. Julie is having difficulty securing social security numbers for new children or IEPs and IFSPs which delays billing.

Regarding the cleaning system, Jane reported our sanitation inspector has not approved it as there is no way to test it as a sanitizer. Summer reported that she has been in contact with the representative for Bruco who would like to discuss the system with our Health and Sanitation Inspector. Jane will e-mail her contact information to the Bruco representative.

Jane reported that she has not begun advertising her position yet. She will focus on it next week. Summer has given Jane some ideas for advertising.

Jane reported that we have been selected as a recipient for Festival of the Trees to be held Friday, December 2nd at the Senior Center.

Jane reported that the Upton Preschool enrollment is dropping a bit. She reminded the Board that to sustain an afternoon Preschool session, there needs to be at least 37. She will re-evaluate with Cheri and determine if we need to go back to a morning session only.

Jane informed the Board that the food service contract between Upton School District and the preschool has been developed and signed.

A new Board List was given to the members for review and corrections.

Jane and Sue Sharp wrote a Daniels Grant request for mini grants for the 14 Regional Child Development Centers. The Daniels Grant was approved with Region III's allocation of \$5,190.75. Jane requested an audiometer for Region III at a cost of \$5,500.

The next Board meeting is scheduled for Monday, January 16th, 2017.

Meeting adjourned at 7:12 pm. Executive Session ended at 7:40 pm.

Respectfully Submitted By,

Sarah Thompson
Preschool/Childcare Coordinator

